

Kansas City Composite Squadron Position Policies

PROFESSIONAL DEVELOPMENT OFFICER (TTN) (P204)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Squadron Commander

Manages and directs the CAP professional development program

They shall:

- Know the structure of the CAP professional development program and senior member activities
- Maintain an adequate stock of applicable forms
- Assist other members in proper completion of forms
- Maintain and update unit training records on senior members using SIMS, CAPF 45's and on-line storage CAPR 50-17 para 2-4b and CAPR 39-2 para 1-7
- Maintain a unit training library on-line CAPR 50-17 para 2-2
- Ensure all AFIADL course examinations are being routed and controlled by the TCO in accordance with CAP and AFIADL guidelines CAPR 50-4 Chpt 2 and CAPR 50-17 para 8-1b
- Review and comply with all relevant National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander

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- Operate audio-visual equipment
- Ensure TCO appointments are signed by the Unit Commander and forwarded to Wing CAPR 50-17 para 2-3
- Assure security of training examinations and proper procedures by TCO's CAPR 50-4 para 1-4 & 2-4
- Ensure all testing materials secure and document that materials are inventoried every 90 days CAPR 50-4 para 1-5 & 2-6
- Maintain test inventory logs for at least 24 months CAPR 50-17 para 1-5c and 2-6c
- Prepare documentation in support of training awards for the commander's review
- Submit applications for awards in a timely manner CAOR 50-17 para 2-5
- Advise the Personnel Officer when senior members are ready for a promotion
- Coordinate member training accomplishments with other members of the staff
- Ensure all senior members and cadets 18 years and older have completed CPPT - CAPR 50-17 para 3-4
- Ensure that senior members completing Level 1 are informed of how to progress in grade to higher level accomplishments CAPR 50-17 para 3-6
- Utilize Professional Development Reports as a management tool for the PDO and the Unit Commander CAPR 50-17 para 2-6
- Ensure and document senior members attend SLS and CLC when offered in the area CAPR 50-17 para 4-6b and 5-3c
- Progress through the Master skill rating CAPP204
- The professional development officer should be familiar with CAPP 204, CAPR 50-17 and other directives in the 35, 39, 50, 52, 200, 280, and 900 series